Create Journals

Scope

The SFA CFO Accounting Division can create a journal manually using the Oracle SFA FMS GL. Users may also use Applications Desktop Integrator (ADI) to create journal entries in the Oracle SFA FMS GL.

System References

N/A

Policy

N/A

Responsibility

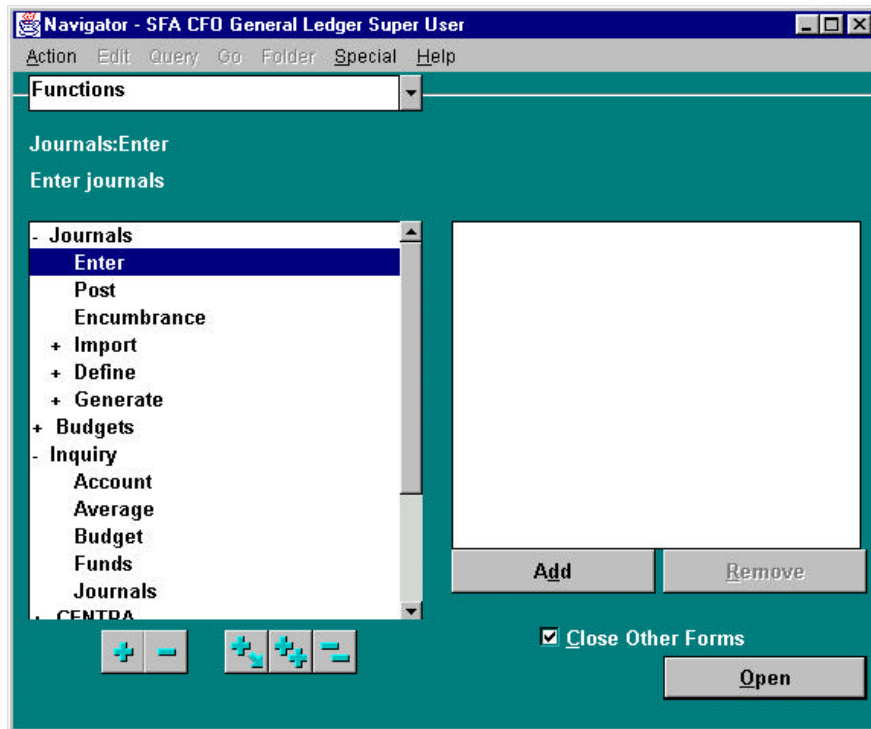SFA CFO General Ledger SuperUser

Distribution

N/A

Ownership

N/A

Activity Preface

Create Journals -SFA CFO General Ledger Super User

The following procedure shows how to manually enter journals directly into the General Ledger.

1. From the "Navigator" window, double-click **Journals**. The Journal sub-menu appears.

2. Click **Enter** and click the **Open** button. The "Find Journals" window appears.

3. Click the **New Batch** button. The "Batch" window appears.

4. Type the name of the batch in the Batch field.

General Ledger Batch Naming Convention

Program	Description for Existing Batch	Example for Existing Batch (I.e., Adjustment)	Description for New Batch	Example for New Batch (I.e., Allotment)
Campus Based	The following naming convention should be used for manual batch entries: (3-letter Initials of Person Entering Batch)(Program Name Reference)(Existing System-Generated Batch ID if any)	**RCTCB123456:A** where: **RCT** is the 3-letter initials of the person entering the batch,**CB** is Program Name Reference, and **123456:A** is the Existing System-Generated Batch ID	The following naming convention should be used for manual batch entries that do not relate to other existing batches: (Program Name Reference)(Creation Date: DDMMMYY)(2-digit Sequential Number)	**CB25OCT0101** where: **CB** is Program Name Reference, **25OCT01** is the Creation Date, and **01** is the 2-digit Sequential Number
Pell	The following naming convention should be used for manual batch entries: (3-letter Initials of Person Entering Batch)(Program Name Reference)(Existing System-Generated Batch ID if any)	**RCTPell123456:A** where: **RCT** is the 3-letter initials of the person entering the batch, Pell is Program Name Reference, and **123456:A** is the Existing System-Generated Batch ID	The following naming convention should be used for manual batch entries that do not relate to other existing batches: (Program Name Reference)(Creation Date: DDMMMYY)(2-digit Sequential Number)	**Pell25OCT0101** where: **Pell** is Program Name Reference, **25OCT01** is the Creation Date, and **01** is the 2-digit Sequential Number

General Ledger Batch Naming Convention

Program	Description for Existing Batch	Example for Existing Batch (I.e., Adjustment)	Description for New Batch	Example for New Batch (I.e., Allotment)
Debt Collection Services	The following naming convention should be used for manual batch entries: (3-letter Initials of Person Entering Batch)(Program Name Reference)(Existing System-Generated Batch ID if any)	**RCTFFELDCS123456:A** where: **RCT** is the 3-letter initials of the person entering the batch, FFELDCS is Program Name Reference, and **123456:A** is the Existing System-Generated Batch ID	The following naming convention should be used for manual batch entries that do not relate to other existing batches: (Program Name Reference)(Creation Date: DDMMMYY)(2-digit Sequential Number)	**FFELDCS25OCT0101** where: **FFELDCS** is Program Name Reference, **25OCT01** is the Creation Date, and **01** is the 2-digit Sequential Number
FFEL/GA	The following naming convention should be used for manual batch entries: (3-letter Initials of Person Entering Batch)(Program Name Reference)(Existing System-Generated Batch ID if any)	**RCTFFELGA123456:A** where: **RCT** is the 3-letter initials of the person entering the batch, **FFELGA** is Program Name Reference, and **123456:A** is the Existing System-Generated Batch ID	The following naming convention should be used for manual batch entries that do not relate to other existing batches: (Program Name Reference)(Creation Date: DDMMMYY)(2-digit Sequential Number)	**FFELGA25OCT0101** where: **FFELGA** is Program Name Reference, **25OCT01** is the Creation Date, and **01** is the 2-digit Sequential Number
FFEL/Lender	The following naming convention should be used for manual batch entries: (3-letter Initials of Person Entering Batch)(Program Name Reference)(Existing System-Generated Batch ID if any)	**RCTFFELDS123456:A** where: **RCT** is the 3-letter initials of the person entering the batch, **FFELDCS** is Program Name Reference, and **123456:A** is the Existing System-Generated Batch ID	The following naming convention should be used for manual batch entries that do not relate to other existing batches: (Program Name Reference)(Creation Date: DDMMMYY)(2-digit Sequential Number)	**FFELDCS25OCT0101** where: **FFELDCS** is Program Name Reference, **25OCT01** is the Creation Date, and **01** is the 2-digit Sequential Number

General Ledger Batch Naming Convention

Program	Description for Existing Batch	Example for Existing Batch (I.e., Adjustment)	Description for New Batch	Example for New Batch (I.e., Allotment)
LEAP/SLEAP	The following naming convention should be used for manual batch entries: (3-letter Initials of Person Entering Batch)(Program Name Reference)(Existing System-Generated Batch ID if any)	**RCTLEAPSLEAP123456:A** where: **RCT** is the 3-letter initials of the person entering the batch, **LEAPSLEAP** is Program Name Reference, and **123456:A** is the Existing System-Generated Batch ID	The following naming convention should be used for manual batch entries that do not relate to other existing batches: (Program Name Reference)(Creation Date: DDMMMYY)(2-digit Sequential Number)	**LEAPSLEAP25OCT0101** where: **LEAPSLEAP** is Program Name Reference, **25OCT01** is the Creation Date, and **01** is the 2-digit Sequential Number
Direct Loan Servicing	The following naming convention should be used for manual batch entries: (3-letter Initials of Person Entering Batch)(Program Name Reference)(Existing System-Generated Batch ID if any)	**RCTDLSS123456:A** where: **RCT** is the 3-letter initials of the person entering the batch, **DLSS** is Program Name Reference, and **123456:A** is the Existing System-Generated Batch ID	The following naming convention should be used for manual batch entries that do not relate to other existing batches: (Program Name Reference)(Creation Date: DDMMMYY)(2-digit Sequential Number)	**DLSS25OCT0101** where: DLSS is Program Name Reference, **25OCT01** is the Creation Date, and **01** is the 2-digit Sequential Number
Direct Loan Consolidation	The following naming convention should be used for manual batch entries: (3-letter Initials of Person Entering Batch)(Program Name Reference)(Existing System-Generated Batch ID if any)	**RCTDLCO123456:A** where: **RCT** is the 3-letter initials of the person entering the batch, **DLCO** is Program Name Reference, and **123456:A** is the Existing System-Generated Batch ID	The following naming convention should be used for manual batch entries that do not relate to other existing batches: (Program Name Reference)(Creation Date: DDMMMYY)(2-digit Sequential Number)	**DLCO25OCT0101** where: **DLCO** is Program Name Reference, **25OCT01** is the Creation Date, and **01** is the 2-digit Sequential Number

General Ledger Batch Naming Convention

Program	Description for Existing Batch	Example for Existing Batch (I.e., Adjustment)	Description for New Batch	Example for New Batch (I.e., Allotment)
Direct Loan Origination	The following naming convention should be used for manual batch entries: (3-letter Initials of Person Entering Batch)(Program Name Reference)(Existing System-Generated Batch ID if any)	**RCTDLO123456:A** where: **RCT** is the 3-letter initials of the person entering the batch, **DLO** is Program Name Reference, and **123456:A** is the Existing System-Generated Batch ID	The following naming convention should be used for manual batch entries that do not relate to other existing batches: (Program Name Reference)(Creation Date: DDMMMYY)(2-digit Sequential Number)	**DLO25OCT0101** where: **DLO** is Program Name Reference, **25OCT01** is the Creation Date, and **01** is the 2-digit Sequential Number

5. Tab to the **Period** field and type the accounting period for the journal entry. You may enter any Open or Future Enterable period for the journal entry. However, you may only post journals with a period that is Open.

6. Type a more detailed description in the **Description** field, if desired.

7. Click on the **Journals** button. The "Journals" window opens.

8. Enter the journal name in the **Journal** field.

General Ledger Journal Entry Naming Convention

| Program	Description of Journal Entry	Example of Journal Entry
Campus Based	The following naming convention should be used for manual journal entries: JE(Category)(Program Name Reference)(3-digit Monthly Fiscal Period)(2-digit Fiscal Year)(2-digit Sequential Number).	JEAdjustmentCBOCT0101
Pell	The following naming convention should be used for manual journal entries: JE(Category)(Program Name Reference)(3-digit Monthly Fiscal Period)(2-digit Fiscal Year)(2-digit Sequential Number).	JEAdjustmentPellOCT0101
Debt Collection Services	The following naming convention should be used for manual journal entries: JE(Category)(Program Name Reference)(3-digit Monthly Fiscal Period)(2-digit Fiscal Year)(2-digit Sequential Number).	JEAdjustmentFFELDCSOCT0101
FFEL/GA	The following naming convention should be used for manual journal entries: JE(Category)(Program Name Reference)(3-digit Monthly Fiscal Period)(2-digit Fiscal Year)(2-digit Sequential Number).	JEAdjustmentFFELGAOCT0101
FFEL/Lender	The following naming convention should be used for manual journal entries: JE(Category)(Program Name Reference)(3-digit Monthly Fiscal Period)(2-digit Fiscal Year)(2-digit Sequential Number).	JEAdjustmentFFELDCSOCT0101
LEAP/SLEAP	The following naming convention should be used for manual journal entries: JE(Category)(Program Name Reference)(3-digit Monthly Fiscal Period)(2-digit Fiscal Year)(2-digit Sequential Number).	JEAdjustmentLEAPSLEAPOCT0101

General Ledger Journal Entry Naming Convention

Program	Description of Journal Entry	Example of Journal Entry
Direct Loan Servicing	The following naming convention should be used for manual journal entries: JE(Category)(Program Name Reference)(3-digit Monthly Fiscal Period)(2-digit Fiscal Year)(2-digit Sequential Number).	JEAdjustmentDLSSOCT0101
Direct Loan Consolidation	The following naming convention should be used for manual journal entries: JE(Category)(Program Name Reference)(3-digit Monthly Fiscal Period)(2-digit Fiscal Year)(2-digit Sequential Number).	JEAdjustmentDLCOOCT0101
Direct Loan Origination	The following naming convention should be used for manual journal entries: JE(Category)(Program Name Reference)(3-digit Monthly Fiscal Period)(2-digit Fiscal Year)(2-digit Sequential Number).	JEAdjustmentDLOOCT0101

9. Tab to the **Effective Date** field. The date defaults based on the period field.

FYI: If a period field is a prior one, the Effective Date field will default to the last day of that month. If a period field is the current period, the Effective Date will default to today's date. If the period field is a future one, the Effective Date field will default to the first day of that month.

10. Tab to the **Category** field and click on the **List of Values** icon from the **Toolbar**. The "Categories" window appears.
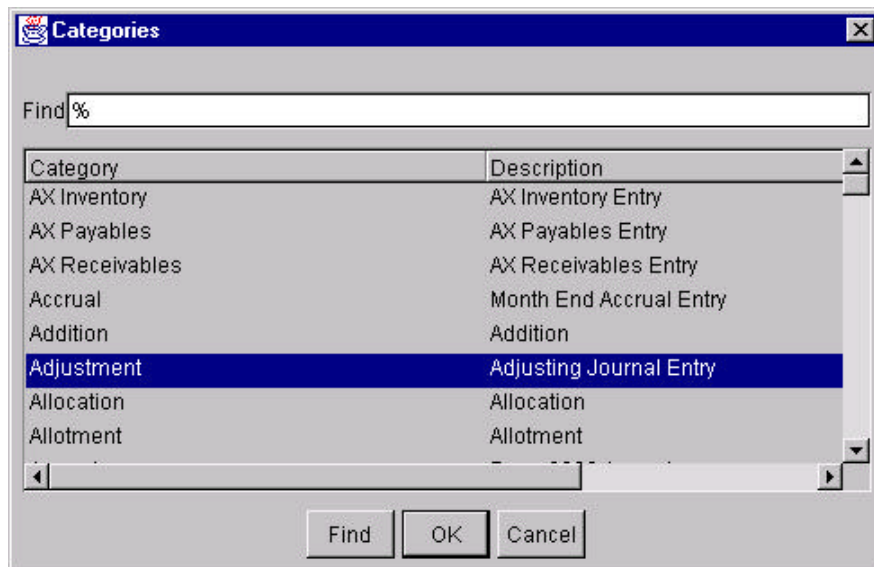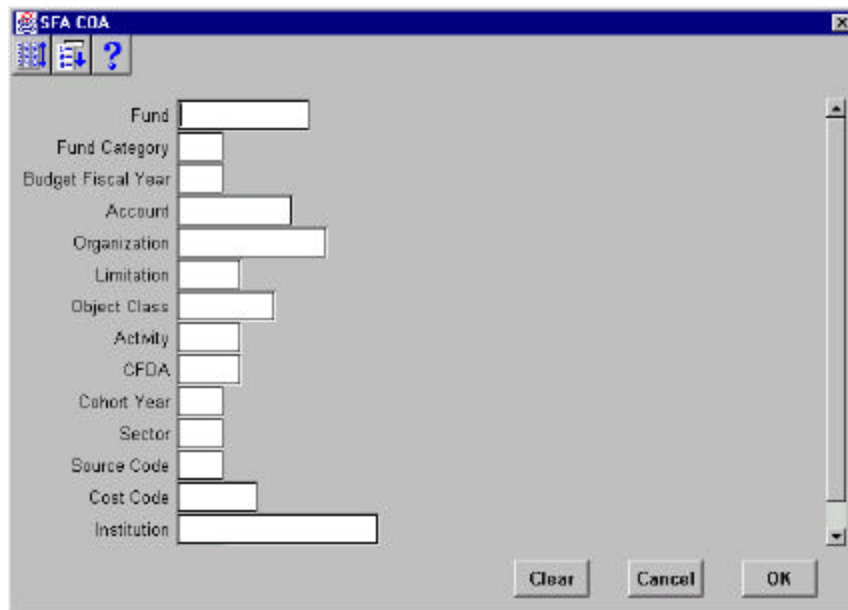
11. Click on the appropriate category and click the **OK** button. The "Journals" window appears with the cursor to the **Description** field. The **Source** and **Balance Type** fields will default.

12. Type a more detailed description in the **Description** field, if desired. SFA FMS will use this as the default description for each journal entry line. You may enter the same description entered in the **Journal** field.

13. Tab to the **Control Total** field and type the anticipated total dollar amount of the credit journal entries.

14. Tab to the **Line** field and type a *1* for the first journal line. The **Description** column defaults with the description of the journal entry. Each succeeding journal line will follow sequentially (e.g., 2, 3, 4) automatically.

15. Tab to the **Account** field and click on the **List of Values** icon on the **Toolbar**. The "SFA COA" window with the Alias field appears.

16. Click on the LOV icon in the SFA COA window and Select a value.
    After you have selected a value from the LOV window, Click on the
    OK button in the SFA COA window. This opens the SFA COA
    accounting information with the default accounting information for
    the Alias you selected.

Note: You do not have to select an Alias. If you click on the OK button without selecting an Alias from the LOV, the SFA COA window will open displaying blank accounting fields.

17. Type the appropriate value in the **Fund** field or click the **List of Values Icon** on the "SFA COA" window to select from a list of valid values.

18. Tab to the **Fund Category** field and type the appropriate value for the field or click the **List of Values** icon on the "SFA COA" window to select from a list of valid values.

19. Tab to the **Budget Fiscal Year** field and type the appropriate value for the field or click the **List of Values** icon on the "SFA COA" window to select from a list of valid values.

20. Tab to the **Account** field and type the appropriate value for the field or click the **List of Values** icon on the "SFA COA" window to select from a list of valid values.

21. Tab to the **Organization** field and type the appropriate value for the field or click the **List of Values** icon on the "SFA COA" window to select from a list of valid values.

22. Tab to the **Limitation** field and type the appropriate value for the field or click the **List of Values** icon on the "SFA COA" window to select from a list of valid values.

23. Tab to the **Object Class** field and type the appropriate value for the field or click the **List of Values** icon on the "SFA COA" window to select from a list of valid values.

24. Tab to the **Activity** field and type the appropriate value for the field or click the **List of Values** icon on the "SFA COA" window to select from a list of valid values.

25. Tab to the **CFDA** field and type the appropriate value for the field or click the **List of Values** icon on the "SFA COA" window to select from a list of valid values.

26. Tab to the **Cohort Year** field and type the appropriate value for the field or click the **List of Values** icon on the "SFA COA" window to select from a list of valid values.

27. Tab to the **Sector** field and type the appropriate value for the field or click the **List of Values** icon on the "SFA COA" window to select from a list of valid values.

28. Tab to the **Source Code** field and type the appropriate value for the field or click the **List of Values** icon on the "SFA COA" window to select from a list of valid values.

29. Tab to the **Cost Code** field and type the appropriate value for the field or click the **List of Values** icon on the "SFA COA" window to select from a list of valid values.

30. Tab to the **Institution** field and type the appropriate value for the field or click the **List of Values** icon on the "SFA COA" window to select from a list of valid values. The **Loan/Grant Type** field appears.

31. Tab to the **Loan/Grant Type** field and type the appropriate value for the field or click the **List of Values** icon on the "SFA COA" window to select from a list of valid values.

32. Click on the **OK** button. The "Journals" window appears with the **Account** field populated.

FYI: You may enter the credits and debits in any order you wish. SFA FMS will alert you if the total of the credits does not equal the total of debits. SFA FMS will not alert you if the total amount of credits or debits is incorrect on a particular account.

33. Tab to **Debit** field or **Credit** field and type the dollar amount of the journal entry. It is unnecessary to enter commas. If no decimal point is entered, SFA FMS will default ".00".

34. Tab to the **Description** field. SFA FMS will default the **Journal Description** from the Journal Header. At your discretion, you may type a different description for each journal line.

35. Use the **scrollbar** to move the screen display to the right.

36. Click on the **Transaction Codes** field and Click on the LOV icon to select a value.

37. For additional journal entries, See **Note** below or, Repeat steps 15 through 36 until all lines of the journal entry are complete.

Note: You may copy records and fields you have already entered to minimize data entry for other journal entries. After you have created your first journal, simply place the cursor in the Account field. Select **Edit→Duplicate Record Above** or **Edit→Duplicate Field Above.** Then, update the unique fields for the new record.
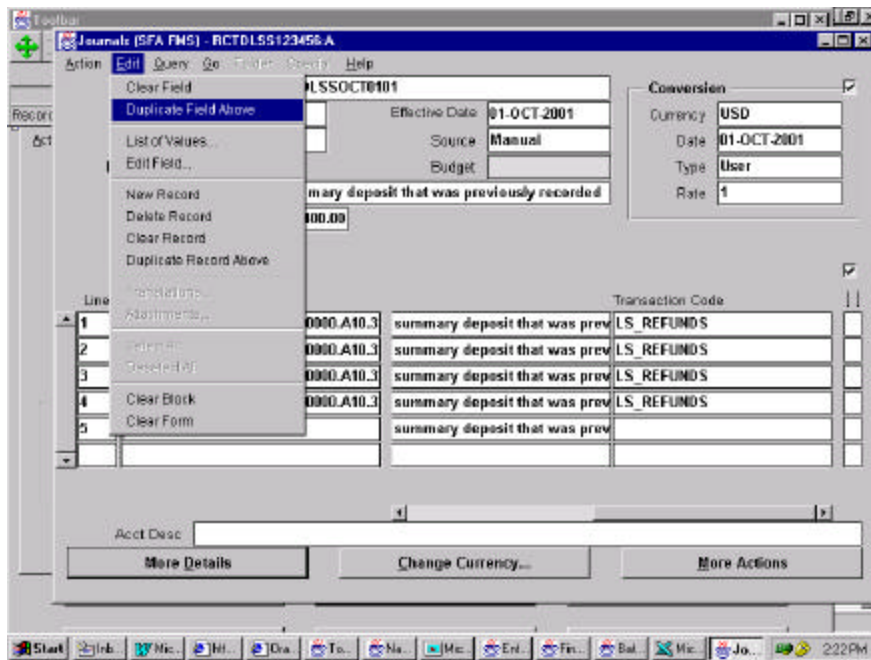
38. When all the debits and credits have been entered, verify that the total journal lines credits equal the control total.

FYI: If the total of the journal lines credits does not equal the control total, you may either update the Control Total field, make changes to the journal debits/credits, or save the journal in its out-of-balance state. To update the control total, place cursor in Control Total field and type in the amount of the new control total. To save the journal in its out-of-balance state, click the Save icon on the Toolbar. A "Decision" window will appear informing you that there is a control total violation for this journal. Click the OK button. SFA FMS will not permit the out-of-balance journal to post. You will need to modify the journal control total or journal lines to balance the journal before you can post it.

39. Click the **Save** icon on the **Toolbar**. The Toolbar will display "Transaction Complete" and "# records applied and saved".

40. Click the **X** button to close the "Journals" window. The "Batch" window appears.

41. Click the **X** button to close the "Batch" window. The "Enter Journals" window appears

42. Click the **X** button to close the "Enter Journals" window. The "Navigator" window returns.

End of Activity.

Start

**Create Journals-
SFA CFO GL Super
User**

– From "Navigator"
window, double-click
Journals. Journal
sub-menu appears.
(1)
– Click Enter & click
Open button. "Find
Journals" window
appears. (2)
– Click New Batch
button. "Batch"
window appears. (3)
– Type name of batch
in Batch field. (4)
– Tab to Period field
& type accounting
period for journal
entry. You may enter
any Open or Future
Enterable period for
journal entry.
However, you may
only post journals
with a period Open.
(5)
– Type a more detailed
description in
Description field,
if desired. (6)
– Click on Journals
button. "Journals"
window opens. (7)
– Enter journal name
in Journal field.
(8)
– Tab to Effective
Date field. date
defaults based on
period field. (9)
– Tab to Category
field & click on
List of Values icon
from Toolbar.
"Categories" window
appears. (10)
– Click on appropriate
category & click OK
button. "Journals"
window appears with
cursor to
Description field.
Source & Balance
Type fields will
default. (11)
– Type a more detailed
description in
Description field,
if desired. SFA FMS
will use this as
default description
for each journal
entry line. You may
enter same
description entered
in Journal field.
(12)

**Create Journals-
SFA CFO GL Super
User**

– Tab to Control Total
field & type
anticipated total
dollar amount of
credit journal
entries. (13)
– Tab to Line field &
type a 1 for first
journal line.
Description column
defaults with
description of
journal entry. Each
succeeding journal
line will follow
sequentially (e.g.,
2, 3, 4)
automatically. (14)
– Tab to Account field
& click on List of
Values icon on
Toolbar. "SFA COA"
window with Alias
field appears. (15)
– Click on LOV icon in
SFA COA window &
Select a value.
After you have
selected a value
from LOV window,
Click on OK button
in SFA COA window.
This opens SFA COA
accounting info with
default accounting
info for Alias you
selected. (16)
– Type appropriate
value in Fund field
or click List of
Values Icon on "SFA
COA" window to
select from a list
of valid values.
(17)
– Tab to Fund Category
field & type
appropriate value
for field or click
List of Values icon
on "SFA COA" window
to select from a
list of valid
values. (18)
– Tab to Budget Fiscal
Year field & type
appropriate value
for field or click
List of Values icon
on "SFA COA" window
to select from a
list of valid
values. (19)
– Tab to Account field
& type appropriate
value for field or
click List of Values
icon on "SFA COA"
window to select
from a list of valid
values. (20)

**Create Journals-
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– Tab to Organization
field & type
appropriate value
for field or click
List of Values icon
on "SFA COA" window
to select from a
list of valid
values. (21)
– Tab to Limitation
field & type
appropriate value
for field or click
List of Values icon
on "SFA COA" window
to select from a
list of valid
values. (22)
– Tab to Object Class
field & type
appropriate value
for field or click
List of Values icon
on "SFA COA" window
to select from a
list of valid
values. (23)
– Tab to Activity
field & type
appropriate value
for field or click
List of Values icon
on "SFA COA" window
to select from a
list of valid
values. (24)
– Tab to CFDA field &
type appropriate
value for field or
click List of Values
icon on "SFA COA"
window to select
from a list of valid
values. (25)
– Tab to Cohort Year
field & type
appropriate value
for field or click
List of Values icon
on "SFA COA" window
to select from a
list of valid
values. (26)
– Tab to Sector field
& type appropriate
value for field or
click List of Values
icon on "SFA COA"
window to select
from a list of valid
values. (27)
– Tab to Source Code
field & type
appropriate value
for field or click
List of Values icon
on "SFA COA" window
to select from a
list of valid
values. (28)

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**Create Journals-
SFA CFO GL Super
User**

— Tab to Cost Code
field & type
appropriate value
for field or click
List of Values icon
on "SFA COA" window
to select from a
list of valid
values. (29)
— Tab to Institution
field & type
appropriate value
for field or click
List of Values icon
on "SFA COA" window
to select from a
list of valid
values. Loan/Grant
Type field appears.
(30)
— Tab to Loan/Grant
Type field & type
appropriate value
for field or click
List of Values icon
on "SFA COA" window
to select from a
list of valid
values. (31)
— Click on OK button.
"Journals" window
appears with Account
field populated.
(32)
— Tab to Debit field
or Credit field &
type dollar amount
of journal entry. It
is unnecessary to
enter commas. If no
decimal point is
entered, SFA FMS
will default ".00".
(33)
— Tab to Description
field. SFA FMS will
default Journal
Description from
Journal Header. At
your discretion, you
may type a different
description for each
journal line. (34)
— Use scrollbar to
move screen display
to right. (35)
— Click on Transaction
Codes field & Click
on LOV icon to
select a value. (36)
— For additional
journal entries, See
Note below or,
Repeat steps 15
through 36 until all
lines of journal
entry complete. (37)

**Create Journals-
SFA CFO GL Super
User**

— When all debits &
credits have been
entered, verify that
total journal lines
credits equal
control total. (38)
— Click Save icon on
Toolbar. Toolbar
will display
"Transaction
Complete" & "#
records applied &
saved". (39)
— Click X button to
close "Journals"
window. "Batch"
window appears. (40)
— Click X button to
close "Batch"
window. "Enter
Journals" window
appears (41)
— Click X button to
close "Enter
Journals" window.
"Navigator" window
returns. (42)

End